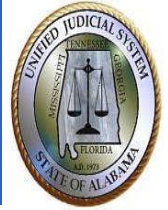




AOC Newsletter



Volume 4, Issue 6 June 2009

Rebecca C. Oates named 2009 Judicial Employee of the Year!



Rebecca Oates has been employed with the Unified Judicial System for more than 19 years. She is the epitome of an outstanding employee. Regarding parties filing cases in the appellate court, her motto is "treat them the way you would want to be treated if you were on the other side of the counter (or phone)". Her attitude and personality with helping is fantastic.

Rebecca is the Assistant Clerk for the Alabama Court of Civil Appeals. Additionally, she has a dual position as Administrator of the Appellate Mediation Program for the Court. Rebecca goes above and beyond the call of duty as an employee of the Alabama Court of Civil Appeals. She's always the first to arrive and the last to leave. Her work performance is outstanding. Along with the Clerk of the court, she is the driving force behind keeping the office running smoothly. She assisted in the computerization of the docketing program for the Court. This helped the clerk's office advance from docketing cases in books to docketing entirely onto a computer into a program developed exclusively for the clerk's office.

She administers the Appellate Mediation Program for the Court of Civil Appeals. The Mediation Program has assisted the Court in reducing the cases that each judge has to review. Under Rebecca's administration of the Civil Appeals Mediation Program, 53% of the cases have settled that were referred to mediation. She assisted in the development of the Electronic Filing Program for the Court of Civil Appeals. This has helped the Court tremendously by going from paper to paperless filing.

As Assistant Clerk of the Court of Civil Appeals, Rebecca manages the clerk's office personnel and promotes harmony and teamwork among fellow employees. She received her Bachelor of Science from Auburn University in 1981, Juris Doctor from Jones School of Law of Faulkner University in 1994 and Master of Science in Human Resources Management from Troy State University in 1998. Rebecca is a member of the Alabama State Bar, admitted to practice in the U. S. District Court, Middle District of Alabama; a member of the Supreme Court's Committee for Appellate Mediation; Expedited Appeals Subcommittee of the Court Improvement Project; serves as the Court's Liaison to the Alabama Supreme Court Commission on Dispute Resolution; and a member of the National Conference of Appellate Court Clerks.

Rebecca often speaks at continuing education programs for clerks, court reporters, and court specialists as well as other organizations, and she participates in the appellate mediation training for the Appellate Mediation Program.



Front row: **Callie Dietz**; Gwyn Bruner; **Rebecca Oates**, Genie & Norris Champion (Rebecca's mother and father). Second Row: Honorable Tommy E. Bryan, Lynn DeV Vaughn; Debbie Townsend; Suzette Long; John Wilkerson, Honorable William Thompson

Some of Rebecca's accomplishments include:

Former President and former 'Member of the Year' :

Montgomery Association of Legal Secretaries

Former President:

Sunrise Exchange Club

Treasurer :

Alabama State Employee's Association, Judicial Chapter

Secretary—Treasurer:

Family Council—Crowne Health Care Facility

Volunteer:

American Red Cross

Member:

Trinity United Methodist Church

Technology Tip!

Tip for AlacourtPLUS users...

Q: We had a power surge and now AlacourtPLUS will not work. The error says, "Application Cannot be started; Contact your Administrator." What do I do?

A: Follow the steps below.

Right click on the **Start** button in lower left corner of screen then left click on **Explore**.

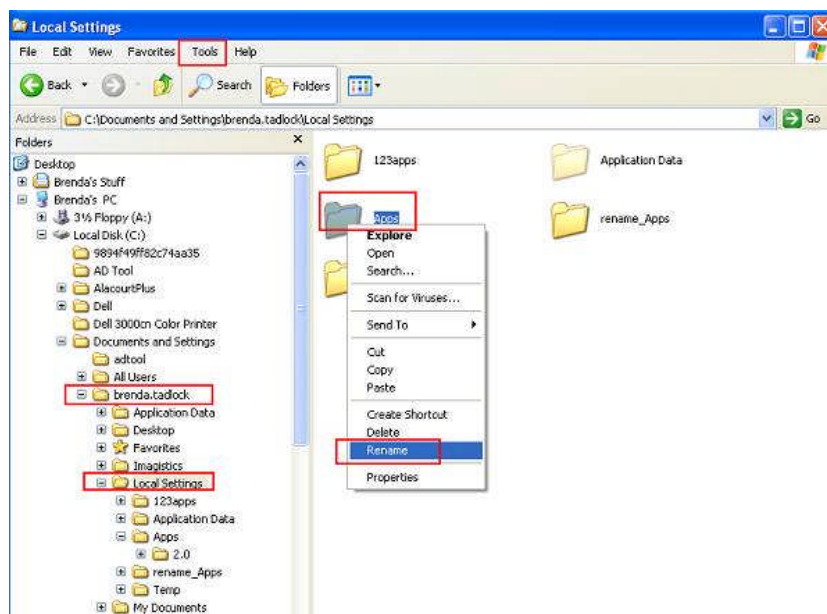
- ✦ Click on **Tools** at the top menu bar
- ✦ Click on **Folder Options**
- ✦ Click on the **View** tab
- ✦ In the Advanced Settings box in the middle of the view tab, under the folder *Hidden Files and Folders*, click on the radio button 'Show hidden files and folders'

Click on **Apply** then **OK** (The box will close).

The Start menu folder will be highlighted under your user folder on the left. Click on the Local Settings folder. Inside the Local Settings folder, you will see a folder called Apps. Please rename this Apps folder. To rename it just right click on it and select the rename option. Rename the folder anything (example: 123Apps). After the folder is renamed, please click anywhere in the white area to ensure the rename took. Then close out this box by clicking on the red X at the upper right corner of the box.

Click on the AlacourtPLUS icon on the desktop. The application will reinstall itself. This will fix the error you got earlier. After the install is completed, you will be able to login as normal.

NOTE: Only rename this folder if you get the error message above. Renaming this folder will prompt the system to reinstall AlacourtPLUS.



**For Questions about this
Technology Tip, please contact
IT Support at
1-866-954-9411
Option 1, then Option 4
or email us at
ApplicationSupport@alacourt.gov**

Employee Recognition Program UJS Employee Years of Service for May 2009

AOC would like to recognize the following Employees who have reached a milestone in their career with the Unified Judicial System (UJS) by attaining the mentioned years of service. **Congratulations to each of you!**

Congratulations!

Name	County	Years of Service
Cynthia Bishop	Clay	25
Brenda Ganey	Baldwin	25
Teresa Allen	Montgomery	20
Donna Briggs	Clarke	20
Donna Henderson	Calhoun	20
Donna Gardner	Shelby	20
Vicki Evans	Etowah	20
Diana Walker	Tuscaloosa	15
Elizabeth Lucas	Tuscaloosa	10
Charlette Edwards	Dallas	10
Leann Covington	Madison	10
Thomas Asbill	Madison	10
Deborah Lockhart	Jefferson	10
Leslie Jacques	Montgomery	10
Amy Swanner	Bibb	5
Maryleigh Freeman	Talladega	5
Donna Leigeber	Cullman	5
Lisa Morgan	Mobile	5
Robert Lassiter	Lee	5



How to assign a Mediator or Special Master to a Case...

A mediator or special master may be assigned to a pending case so that they may view case images via Alacourt and receive electronic case notices. The newly appointed mediator or special master will need an active AlaFile account. Please follow these three simple steps to add in a newly assigned mediator or special master into an existing case:

Attn:
Clerks

- **F**irst, add the name of the mediator as the party – then, if the mediator is also an attorney, add him/her as the attorney for the mediator, along with his/her attorney code. Remember, you will need to enter in the party type as an “O” party within SJIS.
- **N**ext, assuming the mediator is an Alacourt.com subscriber with an image package, all images retrieved in this case by the mediator will be FREE since all images retrieved by an attorney in a case in which he is ‘attorney of record’ are free.
- **F**inally, as a best practice, please enter a text entry on the online case action summary explaining this “O” party entry (i.e., party added due to mediator/special master appointment to the case).

If you have any questions regarding this tip, please contact IT Support (1-866-954-9411 Option 1, Option 4).